



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

Canc frp: Jun 98

SECNAVNOTE 5040

NIG-N23

27 June 1997

SECNAV NOTICE 5040

From: Secretary of the Navy

To: All Ships and Stations (less Marine Corps field  
addressees not having Navy personnel attached)

Subj: ITEMS OF SPECIAL INTEREST DURING COMMAND INSPECTIONS

Ref: (a) SECNAVINST 5040.3

1. Purpose. To publish items of special interest to the Secretary of the Navy (SECNAV) and Chief of Naval Operations (CNO) into which inquiry shall be made during command inspections of Naval commands and facilities.

2. Cancellation. OPNAV Notice 5040 ser 0016U500021 of 13 Feb 1996.

3. Discussion

a. Reference (a) tasks the Naval Inspector General (NAVINSGEN) to prepare an annual list of command inspection items of special interest to SECNAV/CNO. These special interest items will be a focus of command inspections of all ships and stations less Marine Corps field addressees not having Navy personnel attached.

b. This notice represents a significant revision to the previous notice. The list of interest items has been reduced to focus command inspections on items of current special interest to SECNAV and CNO. Items deleted from the previous notice remain issues about which Navy leadership should remain vigilant, but they no longer require specific assessment and reporting during command inspections. Additionally, inspection guidance for special interest items has been removed from this notice and will be issued in a separate transmittal by the NAVINSGEN.

4. Special Interest Items. The following comprise the list of items of special interest to the Secretary of the Navy and CNO:



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4. Special Interest Items. The following comprise the list of items of special interest to the Secretary of the Navy and CNO:

a. Command Climate. Focuses on command processes for assessing and correcting deficiencies in the fair and equitable treatment of personnel, regardless of race, gender, or ethnic origin. Includes effectiveness of internal feedback processes, quality of life boards, the substance abuse program, and driving safety program.

b. Leadership and Ethics. Focuses on the command processes used to develop personnel to achieve their greatest potential in professional growth: personnel training and professional development, performance incentives and appraisal, and personnel support (such as working conditions). Also focuses on command processes for emphasizing appropriate personal behavior and ethical conduct.

c. Readiness of the Non-Deployed Forces. Focuses on indicators of the condition of force readiness, considering such factors as personnel tempo (PERSTEMPO), status of casualty reports (CASREPs), parts availability, training availability, etc. Includes inspection of adequacy of mission, function, and tasking statements for the command and readiness of the reserve component.

d. Force Protection and Operational Risk Management. Focuses on the implementation and effectiveness of the operational risk management and force protection programs to evaluate risk and protect military personnel, civilian employees, family members, facilities, and equipment in all locations and situations. Force protection includes, but is not limited to, anti-terrorism/combating-terrorism, physical security, operations security, protective services, and law enforcement operations.

## 5. Action

a. During command inspections at all echelons, inspectors shall ensure that these items are reviewed employing the inspection guidance separately issued by NAVINSGEN. A separate enclosure in each inspection report shall list the items of special interest and include a brief description of findings, including submission of any required data. Comments on conditions found, both good and bad, in each of the special interest areas shall be made in the inspection report. Additionally, explanation and/or justification must be provided for each interest item not inspected or deemed not applicable to a given inspection.

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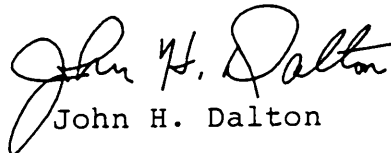
b. Echelon 2 commands should report systemic or recurring problems with interest items identified during command inspections throughout their claimancy to the cognizant program managers, keeping NAVINSGEN appropriately informed.

c. Copies of command inspection reports shall be forwarded to NAVINSGEN as directed by reference (a), with copies to the inspected activity's chain of command.

d. Recommendations for revisions to the list of special interest items may be submitted by letter via the chain of command to NAVINSGEN at any time for possible inclusion in the next update to this notice. Submissions should include adequate justification for designating an issue of special interest to SECNAV and CNO and should include a proposed paragraph describing the area(s) of focus and provide proposed inspection guidance.

6. Report. Submissions of proposed topics for command inspection special interest items, when occurring, are exempt from reports control by SECNAVINST 5214.2B.

7. Cancellation contingency. This notice remains in effect until superseded by a revision or is otherwise canceled.

  
John H. Dalton

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